

**OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON SERVICE CENTER  
VACANCY ANNOUNCEMENT  
VACANCY IDENTIFICATION NUMBER: WA156927-CG**

OPENING DATE: Oct 4, 2002  
CLOSING DATE: Oct 18, 2002  
POSITION: BUDGET ANALYST, GS-0560-07  
PROMOTION POTENTIAL: GS-13  
SALARY: - \$31,397.00 - \$40,818.00  
THIS IS A Career/Career Conditional APPOINTMENT  
LOCATION(S): ARLINGTON, VA - 1 vacancy  
EMPLOYING AGENCY: NATIONAL SCIENCE FOUNDATION  
APPLICATIONS WILL BE ACCEPTED FROM: ALL SOURCES

**MAJOR DUTIES:**

The incumbent serves as a Budget Analyst in the Budget Operations and Systems Branch, Budget Division, Office of Budget, Finance and Award Management, National Science Foundation.

The purpose of the position is to perform a wide range of analytical, budgetary, and administrative functions in implementing National Science Foundation budgetary program, policies, and procedures. Duties and responsibilities include; reviews historical financial operating data and trends to prepare and/or validate estimates. Based on a variety of information, prepares estimates for projected operating budget(s). Assembles and/or develops background data and documentation for agency budget requests before Office of Management and Budget and/or Congressional appropriations committees. Prepares justifications for estimates to be used in the presentation of the budget. Assembles and develops background data and documentation in support of requested program budgets for reference and evidence in agency budget hearings. Performs operational program budget execution duties. Performs studies and audits on control and use of funds throughout the year. Compiles and coordinates the presentation materials for assigned area of the budget. Analyzes and evaluates the effects of program plans and budget issues. Enters budget data into a variety of forms, schedules, and reports.

**QUALIFICATION REQUIREMENTS:**

Applicants must meet either A, B, C, or D below.

A. Successful completion of a 4-year course of study leading to a bachelor's degree, in an accredited college or university AND meet one of the following:

**1. OUTSTANDING SCHOLAR PROVISIONS**

To be eligible for consideration under the Outstanding Scholar Provisions, you must be a college graduate and have:

- a. A 3.5 or better on a 4.0 scale for all undergraduate work, or
- b. Graduated in the upper 10 percent of class or major university subdivision.

**2. SUPERIOR ACADEMIC ACHIEVEMENT PROVISIONS**

To be eligible for consideration under the Superior Academic Achievement provision, you must be a college graduate and have:

- a. A grade-point average of 3.0 or higher for all completed undergraduate courses, or those completed in the last 2 years of undergraduate study;
- b. A grade-point average of B+ (a GPO 3.5 or higher on a 4.0 scale) for all courses in your major field of study, or those courses in your major completed in the last 2 years of undergraduate study;
- c. Ranked in the upper one-third of your class in the college, university, or major subdivision; or
- d. Membership in a national honor society (other than freshman honor societies)

recognized by the Association of College Honor Societies.

NOTE: If more than 10 percent of your undergraduate course work (credit hours) was taken on a pass/fail basis, your claim must be based on class standing or membership in an honor society. OR

B. Completion of one full year of graduate-level education in a field that provided the knowledge, abilities, skills, and other characteristics necessary to perform the work of the position.

Graduate Education: One academic year of graduate education is considered to be the number of credit hours that your graduate school has determined to represent one academic year of study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours should be considered as satisfying the requirement for one year of full-time graduate study. OR

C. One year of work experience that involved formulating budget estimates and comparing projected costs for selected line items with prior year expenditures; or checking and monitoring the rate and amount of obligations and expenditures for assigned line items and work units; or consolidating budgetary data from forms or worksheets and entering data in proper format on similar budget schedules; or experience maintaining databases to support budget systems; or researching legal and regulatory material to obtain factual information and/or interpretations for use by others; or explaining and summarizing the reasons for changes in funding needs or expenditures for specific line items and conveying information to managers; or screening and making recommendations on budget execution documents on the basis of availability of funds and compliance with regulatory requirements. OR

D. A combination of graduate-level education and specialized experience as described above in Section C and B. (see below)

Combination of Graduate Education and Experience: To combine your education and experience, you must convert each to a percentage, and then add the two percentages. If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction  $\frac{2}{3}$ .

To calculate your percentage of graduate education, divide your number of graduate semester hours by 18, or by your school's definition of one year of graduate study. To calculate your percentage of specialized experience, first refer above to the description of qualifying specialized experience. Then divide the total number of months of specialized experience you possess by 12. This will give you your percentage of qualifying specialized experience. Now add your percentages of education and experience. The combined total of your percentages must equal at least 100% in order to qualify.

#### OTHER INFORMATION:

You must be a United States citizen to apply.

To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

#### BASIS FOR RATING:

Ratings will be based on responses to the occupational questions in this document. Please follow all instructions carefully. Errors or omissions may affect your score. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

Please note: If a determination is made that you have rated yourself higher than is supported by your description of experience and/or education OR that your application is incomplete, the following process will take place.

After a review of all the experience and training, a single best level reflecting the KSA's of the rating schedule (70, 80, or 90) will be assigned for

your total experience including education and/or training. Points for veteran's preference will be added to the basic rating of 70, 80, or 90.

CTAP/ICTAP:

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES  
(CAREER

TRANSITION ASSISTANCE PLAN- CTAP INTERAGENCY CAREER TRANSITION  
ASSISTANCE PLAN-  
ICTAP)

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if they receive a score of 90 or above.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

HOW TO APPLY:

Your application will consist of three components. The first component consists of the occupational questionnaire that you must complete. The second component is your resume. The final component of your application consists of "other" application materials. Examples of these other materials include your college transcripts (if required) and documentation of veteran status (if applicable). Instructions on completing and submitting these items follow.

APPLICATION MATERIALS MUST BE RECEIVED BY Oct 15, 2002. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS

POSITION. Your application materials will not be returned. Do not submit original documents that you may need in the future. Further questions or inquiries about this announcement may be directed to: Cassandra Gray on 202-606-0974 or e-mail [cxgray@opm.gov](mailto:cxgray@opm.gov).

STEP ONE:

Complete and Submit the Occupational Questionnaire:

To submit your answers on-line, you may start by clicking on the following link.

Online Application

You may also follow the instructions below to get to the on-line questionnaire directly from the home page of the USAJOBS web site.

1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov> (OR <https://staffing.opm.gov/vacancies/SecureApplyOnline.asp> and go to step 3.)
2. Click on Enter> under the On-line Application/Questionnaire section located at the lower right hand corner of the USAJOBS home page.
3. Scroll down the on-line application screen until the "Vacancy Identification Number" box appears under the "Create a New Application For This Job" on the left side of the screen.
4. Enter Vacancy Identification Number WA156927 click on "Submit" to start a new on-line application/questionnaire for this vacancy.

We highly encourage you to complete the Occupational Questionnaire using the on-line method since it is the most efficient way for us to process your responses. If you are unable to submit your responses on-line, refer to the alternatives described under Alternative Methods for Completing Occupational Questionnaire at the end of this announcement.

Instructions for answering the questions in the Occupational Questionnaire:

Please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and

refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

You must submit your on-line questionnaire by midnight, Eastern Time, on the closing date of the application.

#### Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we can not process your application without it.

#### Vacancy Identification Number

Enter the Vacancy Identification Number: WA156927

#### 1. Title of Job

Position Title: BUDGET ANALYST

#### 2. Biographic Data

All biographic information is required, except for your telephone number and the contact time.

#### 3. E-Mail Address

Notify me by E-Mail

Would you like to be notified by E-mail?

E-Mail Address

If you would like to be notified by E-mail, please enter your E-mail address in the space provided.

#### 4. Work Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

#### 5. Employment Availability

Questions A through D are required.

Answer with Y for Yes or N for No. Please leave Section E blank.

#### 6. Citizenship

Are you a citizen of the United States?

#### 7. Background Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

#### 8. Other Information

Gender

This information is collected for statistical purposes only. Darken the circle or click in the box next to the response corresponding to your gender, Male or Female.

#### 9. Languages

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

#### 10. Lowest Grade

Enter the lowest grade level (07 - 07) you will accept.

#### 11. Miscellaneous Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

#### 12. Special Knowledge

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

13. Test Location

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

14. Veterans' Preference Claim

Required. Enter your claim for Veterans' Preference.

15. Dates of Active Duty - Military Service

These dates are required if you have claimed Veterans' Preference unless you have claimed derived Preference (i.e., widows, spouse, etc.)

Please use this format: mm/dd/yyyy

16. Availability Date

You may omit the availability date if you can begin work immediately. Otherwise, you must provide the date that you will be available for employment. Please use this format: mm/dd/yyyy

17. Service Computation Date

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

18. Other Date Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

19. Job Preference

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

20. Occupational Specialties

Select at least one occupational specialty or enter at least one occupational specialty code for this position. The specialty code for this position is:

001 NONE

21. Geographic Availability

Select at least one geographic location in which you are interested and will accept employment or enter at least one geographic location code. The location code for this position is:

0013 ARLINGTON, VA

22. Transition Assistance Plan

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

Note: To receive consideration for CTAP or ICTAP, you must submit the necessary supporting documentation. Refer to the vacancy announcement for additional information and instructions.

23. Job Related Experience

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

24. Personal Background Information

APPLICANT RACE AND NATIONAL ORIGIN

The United States District Court for the District of Columbia, in a decree approved in a lawsuit entitled Luevano v. Lachance, Civil Action no. 79-0271, has ordered that Federal Government agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is in one of those occupations. The collection of this

information is authorized for use by the Office of Personnel Management only for the purposes of complying with the requirements of the Luevano v. Lachance Decree. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit, and will not be shared with employing agencies. You are requested to complete the following, however, submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

The categories (items 1-6) below provide descriptions of race and national origins. Select the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. Please select only one by shading in the circle next to the number corresponding to the category.

#### PRIMARY GEOGRAPHIC ZONE

Select the Zone (items 7-15) which includes your first choice for location of employment. This designation is for statistical use only and will not affect your actual consideration for employment. Your geographic area of consideration will be determined by your entries in Section 21, GEOGRAPHIC AVAILABILITY. Please select only one and darken the appropriate circle next to the number corresponding to your selection.

1 American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.

2 Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

3 Black, not of Hispanic origin - A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

4 Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.

5 White, not of Hispanic origin - A person having origins in any of the original peoples of Europe, North America, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

6 A person not included in another category.

7 ATLANTA ZONE includes Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia

8 CHICAGO ZONE includes Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, and Wisconsin

9 DALLAS ZONE includes Arizona, Arkansas, Colorado, Louisiana, Montana, New Mexico, Oklahoma, Texas, Utah, and Wyoming

10 PHILADELPHIA ZONE includes Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont

11 SAN FRANCISCO ZONE includes California, Idaho, Nevada, Oregon, and Washington

12 ALASKA ZONE includes the State of Alaska

13 CARIBBEAN ZONE includes Puerto Rico and the Virgin Islands

14 HAWAII ZONE includes the State of Hawaii and Pacific overseas area

15 WASHINGTON, DC ZONE - Washington, DC metro area (Charles, Montgomery, and Prince George Counties in MD, Arlington, Fairfax, Prince William, King George, Stafford, and Loudoun Counties and Falls Church, Alexandria, and Fairfax cities in VA) and Atlantic overseas area (African, European, Middle Eastern, Central and South American countries)

## 25. Occupational Questions

OCCUPATIONAL QUESTIONS - Mark only 1 response for each question. EDUCATIONAL BACKGROUND AND WORK EXPERIENCE This section asks you to describe your educational background, your work, and other experiences in specific factors which relate to job performance. All questions must be answered. Record your answers in (Section 25).

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Budget Analysis work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have completed a 4-year course of study leading to a bachelor's degree or I possess a bachelor's degree.

B. I have completed education beyond the bachelor's degree, e.g., graduate study, master's degree, Ph.D.

C. I have at least one year of work experience that involved formulating budget estimates and comparing projected costs for selected line items with prior year expenditures; or checking and monitoring the rate and amount of obligations and expenditures for assigned line items and work units; or consolidating budgetary data from forms or worksheets and entering data in proper format on similar budget schedules; or researching legal and regulatory material to obtain factual information and/or interpretations for use by others; or explaining and summarizing the reasons for changes in funding needs or expenditures for specific line items and conveying information to managers; or screening and making recommendations on budget execution documents on the basis of availability of funds and compliance with regulatory requirements.

D. My work primarily involved maintaining files, routing telephone calls, and tracking leave and attendance.

E. I have three years of experience (e.g., budget, accounting, fiscal) that required analytical ability to apply a general knowledge of financial and management principles and practices to organizations, and that required written products.

F. I have at least 3 years of post-high school education as described in "A" above and at least 3 months of experience as described in "C".

G. I have less than 4 years of post-high school education or a bachelor's degree and less than the experience described in "E," but I have a combination of education and the type of experience described in "E." (Refer to the instructions on how to combine education and experience.)

H. My education and/or experience is not reflected in any of the above statements.

2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Budget Analysis work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have a bachelor's degree and superior academic achievement. (Refer to the vacancy announcement for information on the Superior Academic Achievement provision.)

B. I have one full year of graduate level study, or possess a master's or higher degree, e.g., Ph.D., etc., in a field that provided the knowledge, skills, and abilities to do the work of the position. (Refer to the instructions on how to determine 1 academic year of graduate level study.)

C. I have at least one year of work experience that involved formulating budget estimates and comparing projected costs for selected line items with prior year expenditures; or checking and monitoring the rate and amount of obligations and expenditures for assigned line items and work units; or consolidating budgetary

data from forms or worksheets and entering data in proper format on similar budget schedules; or researching legal and regulatory material to obtain factual information and/or interpretations for use by others; or explaining and summarizing the reasons for changes in funding needs or expenditures for specific line items and conveying information to managers; or screening and making recommendations on budget execution documents on the basis of availability of funds and compliance with regulatory requirements.

D. My work primarily involved maintaining files, routing telephone calls, and tracking leave and attendance.

E. I have less than the full amount of graduate education described in "B" and less than the amount of experience as described in "C," but I have a combination of the type of graduate education described in "B" and the kind of experience described in "C." (Refer to the vacancy announcement for instructions on how to combine education and experience.) (

F. My education and/or experience is not reflected in any of the above statements.

#### OUTSTANDING SCHOLAR PROVISIONS:

3. OUTSTANDING SCHOLAR PROVISIONS: This question will be used to determine if you are eligible for employment consideration under the outstanding scholar provisions listed in this announcement. Mark only one response.

A. I am a college graduate and have maintained a grade point average (GPA) of 3.45 or better on a 4.0 scale for all of my undergraduate course work. My undergraduate transcripts are attached and they clearly document this claim.

B. I am a college graduate and I graduated in the upper 10 percent of my class or major university subdivision. My undergraduate transcripts are attached and they clearly document this claim or I have attached a letter from the registrar from the school that attests to this claim.

C. I do not meet A or B.

4. Please fill in "A" for this question.

A. A

5. Please fill in "A" for this question.

A. A

The following questions ask you to describe your educational background, your work, and other experiences in specific areas which relate to successful job performance. You are to choose one answer to each question from among the alternatives presented. Then, record your answers in Section 25 on Form C beginning at (Item 6). Do not mark more than one answer for each question. Multiple answers will not be counted. Do not omit answers unless instructed to do so. Other omissions may decrease your score.

6. During high school (grades 9 - 12), I made the semester honor roll:

A. never

B. once or twice

C. three or four times

D. five or six times

E. seven or eight times

7. The high school grade I most often received was:

A. A

B. B

C. C

D. D or lower

E. I do not remember

IF YOU DID NOT ATTEND COLLEGE, PLEASE SKIP TO ITEM 9

8. The college grade I most often received was:

A. A

B. B

C. C



- D. D or lower
  - E. I do not remember
9. In the past three years the number of different paying jobs I have held for more than two weeks is:
- A. 7 or more
  - B. 5 - 6
  - C. 3 - 4
  - D. 1 - 2
  - E. none
10. I have been employed in work similar to that of the job covered by this examination:
- A. never employed in a similar job
  - B. less than 1 year
  - C. 1 - 2 years
  - D. 3 - 4 years
  - E. over 5 years
11. In the past three years, my primary work experience has been in:
- A. professional or administrative occupations
  - B. clerical or sales occupations
  - C. service occupations
  - D. trades or labor occupations
  - E. not employed in the past three years
12. On my present or most recent job, my supervisor rated me as:
- A. outstanding
  - B. above average
  - C. average
  - D. below average
  - E. not employed or received no rating
13. In the past three years the number of jobs I have been fired from is:
- A. 5 or more
  - B. 3 to 4
  - C. 2
  - D. 1
  - E. none
14. The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:
- A. none
  - B. 1
  - C. 2 or 3
  - D. 4 to 6
  - E. 7 or more
15. In organizations to which I belong, my participation is best described as:
- A. do not belong to any organizations
  - B. not very active
  - C. a regular member but not an office holder
  - D. have held at least one important office
  - E. have held several important offices
16. My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:
- A. superior
  - B. above average
  - C. average
  - D. below average
  - E. do not know
- ACCOMPLISHMENTS In this part you will respond to questions about experiences you have had that are related to the requirements of the job for which you are

applying. Please answer YES or NO to each question. Begin marking your responses to the items in this part in Section 25 on Form C beginning at Item 17. Fill in "A" for YES or "B" for NO. Answer all questions to the best of your ability. Do not answer YES unless you can provide specific examples or documentation as proof that you have had this type of experience. You may be asked to provide such evidence or documentation at a later stage in the selection process. Your responses are subject to verification through background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can result in your being removed from a Federal job and in barring you from seeking Federal employment in the future. Use the following guidelines to answer these questions: (1) Many questions refer to "work" experiences. The word "work" refers to all experiences gained through school, paid employment, military service, voluntary work, and through activities done for professional, charitable, church, community, social, or other organizations, unless otherwise stated. (2) Some questions ask for experience in a specific type of setting. For example, if the question says "Have you done paid work that involved..." then only respond YES if your experience was gained in a paid job. (3) Do not include personal or home-related experiences unless the question specifically mentions them. (4) Some questions ask about customers or clients. Customers or clients include any individuals who used or received the products or services that you provided, including individuals inside or outside of your organization. Keep in mind that you may have worked with customers or clients in a variety of settings including those listed in guideline #1 above. (5) Some questions ask you if you received a grade of B or above on schoolwork. If you were not graded on an A, B, C, D, F scale, use the equivalent of a B or above, that is, an above average grade, on the type of scale on which you were graded. Remember to fill in "A" for YES or "B" for NO.

A- YES

B- NO

17. Have you successfully done work where your primary responsibility was to help others work out their problems (for example, worked as a therapist)?

18. Have you successfully taught a writing course or worked as a professional journalist, editor, or writer?

19. Have you successfully planned or monitored a large-scale project or program that involved several steps that were carried out over an extended period of time?

20. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your customer service skills?

21. Have you done work that involved writing brochures, press releases, or speeches?

22. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your computer skills?

23. Have you successfully dealt with a disruption to regular operations in a way that allowed for completion of the work or continuation of a noncritical service?

24. Have you suggested or made changes to products or procedures that resulted in better meeting customer needs?

25. Have you successfully taught a course that focused on interpersonal skills (for example, customer relations, counseling, etc.)?

26. Have you successfully done work that regularly involved composing letters or writing reports containing several short paragraphs, such as investigation reports, accident reports, performance evaluations, etc.?

27. Have you successfully done work that regularly required you to determine resource requirements or monitor the use of resources (for example, staff, space, equipment, supplies, materials, etc.)?

28. Have you successfully planned for and started a new business or opened a new store?
29. Do you regularly monitor your progress toward achieving your career goals (for example, by initiating discussions about your career goals with your supervisor, employee counselor, mentor, etc.)?
30. Have you successfully completed a complex research project that included collecting and analyzing information, and reporting conclusions or recommendations?
31. Have you successfully provided quality service to many different customers or clients with whom you interacted only briefly (for example, worked as a receptionist, bank teller, cashier, waiter/waitress, etc.)?
32. Have you successfully completed a small-scale project (lasting several days or weeks) on or ahead of schedule with minimal supervision?
33. Have you successfully taught a computer programming or software applications course?
34. Have you successfully done work that regularly involved answering questions, gathering nonsensitive information, or providing assistance to others, either in person or by telephone?
35. Have you successfully done work where you regularly completed routine work assignments with minimal supervision?
36. Have you successfully learned a hobby or leisure activity requiring extensive study or use of complex directions (for example, constructing stereo or computer systems, building a car, making stained glass objects, etc.)?
37. Have you successfully created computerized databases to organize information?
38. Have you performed home repairs that involved determining the specific problem, determining how to make the repair, and successfully completing the repair (for example, fixed a leaking faucet, re-shingled a roof, etc.)?
39. Have you owned and successfully managed your own profit-making business?
40. Have you successfully done work where one of your primary responsibilities was to solve customer problems (for example, provided support services for customers with software problems)?
41. Have you received formal recognition for your ability to work well with others (for example, received a letter of recommendation or appreciation, an excellent performance appraisal rating, etc.)?
42. Is your highest level of formal education a bachelor's degree or higher? (Answer YES to this question if you anticipate receiving a bachelor's degree within the next 9 months.)
43. Have you successfully done work where your primary responsibility involved interacting with current or potential customers or clients for the purpose of selling a product or service?
44. Have you been requested to take on additional responsibilities because of your ability to manage your own work effectively?
45. Have you successfully done work that regularly involved planning, prioritizing, scheduling, and monitoring work for 10 or more people?
46. Have you successfully done work that required extensive on-the-job training?
47. Have you successfully done work, not including computer applications classes, that regularly involved using graphics software to create and edit charts, tables, or graphs?
48. Have you successfully remained polite and tactful while doing work where one of your primary responsibilities was to handle customer problems or complaints (for example, worked as a customer service representative)?
49. Since high school, have you received a grade of B or above in writing courses (for example, composition, creative writing, journalism, etc.) or on essays, reports, or term papers written for school courses that were not focused on writing skills (for example, history, geography, psychology, etc.)?

50. Have you successfully done work, not including computer applications classes, that regularly involved using statistical software programs to analyze data?
51. Have you broken a sales record or a similar record, regularly exceeded quotas or similar productivity standards, or received formal recognition for doing work that surpassed what was expected (for example, received a certificate of appreciation, bonus, etc.)?
52. Have you received a grade of B or above on essays or reports written for high school classes?
53. Have you successfully taught self-management skills (for example, time management, goal setting, career development, etc.)?
54. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your financial management skills?
55. Have you successfully done work that frequently required you to present nontechnical information at briefings, meetings, conferences, or hearings?
56. Have you successfully provided quality service to people with special needs or problems (for example, worked in a hospital, halfway house, special education program, etc.)?
57. Have you written a play, script, or novel that was sold, published, or produced?
58. Have you successfully prepared a budget for an office, department, or organization?
59. Have you written articles or similar types of work that have been included in a school newspaper, community newsletter, or similar type of publication?
60. Have you successfully owned or managed a business, or done paid work as a contractor or consultant, where business depended on establishing and maintaining good customer relations?
61. Have you successfully done work that regularly involved answering questions, demonstrating a product or service, or providing assistance to customers, clients, or the public?
62. Have you successfully provided good customer service while constantly working under difficult time constraints (for example, worked in a fast-food restaurant, worked as a stockbroker, etc.)?
63. Have you successfully done work that required you to keep enough cash on hand or maintain an adequate stock of supplies, equipment, or merchandise?
64. Have you successfully done work where your primary responsibility was to handle customers' problems or complaints, or where you were required to deal with customer complaints that could not be resolved by lower level employees?
65. Do you have a professional license or certificate issued by a state or other official or professional licensing board indicating your mastery of a specialized body of knowledge (for example, cosmetology, real estate, certified public accounting, etc.)?
66. Have you often been asked to proofread or edit the writing of others for content, punctuation, spelling, and grammar?
67. Have you received a grade of B or above in school courses, taken since high school, with a strong emphasis on interpersonal skills (for example, customer relations, counseling, etc.)?
68. Have you written procedures or instructions that others have followed successfully (for example, instruction manuals, survey instructions, training materials, etc.)?
69. Have you successfully done work where you were responsible for the petty cash fund?
70. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your self-management skills (for example, time management, goal setting, career development, etc.)?
71. Have you identified and solved a problem with a procedure, product, or

service that benefited the organization (for example, saved the organization time or money, increased sales, reduced errors, etc.)?

72. Have you successfully done work that involved writing technical or legal reports, or translating technical or other complex material into language that was more easily understood?

73. Have you successfully remained courteous and tactful while enforcing laws or policies or helping customers, clients, or members of the public who were hostile or upset, not including handling customer complaints (for example, worked in a crisis center, worked as a police officer, parole officer, park ranger, etc.)?

74. Have you received formal recognition for work related to financial management (for example, received an award, letter of commendation, early promotion, etc.)?

75. Have you successfully remained friendly and polite while briefly interacting with many different clients or customers (for example, worked as a receptionist, bank teller, cashier, waiter/waitress, sales clerk, etc.)?

76. Have you successfully planned activities for nonwork groups (for example, athletic teams, professional associations, church groups, etc.)?

77. Have you successfully solved problems that occurred because of a critical emergency or a disruption of a life-saving operation, with very few resources or guidelines (for example, solved problems related to a natural disaster, a power outage in a hospital, etc.)?

78. Have you learned a hobby or leisure activity well enough that you have been asked to do it for others on a voluntary basis?

79. Have you devised a strategy to overcome a major setback that successfully enabled you to complete a project on time or within budget?

80. Have you successfully done work that regularly required you to lead or facilitate briefings, meetings, or conferences, or formally present technical or other complex information to others?

81. Have you successfully done work that regularly involved forecasting costs or revenues for the short term (weekly, monthly, or quarterly)?

82. Have you successfully done work that regularly involved relaying messages to co-workers, or providing information or giving simple instructions to customers or the public, either in person or by telephone (for example, worked as a receptionist, dispatcher, etc.)?

83. Have you made presentations where you successfully persuaded someone to do something (for example, support a project, accept your recommendations, purchase a product or service, etc.)?

84. Have you received favorable feedback for oral presentations you have given to management or other officials, or to the public (for example, for speaking at religious services, performing in theatrical productions, etc.)?

85. Have you received formal recognition for providing good service to customers or clients (for example, received an award, a letter of commendation, an excellent performance appraisal rating, etc.)?

86. Have you successfully done work that regularly involved interacting with people, other than your co-workers, from a foreign country or from different ethnic or cultural backgrounds?

87. Have you successfully done work that often required you to accommodate last minute requests from customers or clients or to provide quality service in situations where timeliness is critical (for example, worked as a courier or travel agent, worked in newspaper publishing, etc.)?

88. Have you successfully done work that regularly involved listening carefully to others to understand a need, problem, or situation (for example, investigative work, counseling, etc.)?

89. Have you developed a formal mechanism to learn more about a problem (for example, developed a survey, conducted interviews or focus groups, etc.)?

90. Have you successfully done work where one of your responsibilities was to handle payroll, accounts receivable, or accounts payable?
91. Have you designed or developed something, on your own initiative, to help you or other employees better complete assignments (for example, designed a training manual)?
92. Is your highest level of formal education some college, but no bachelor's degree, or completion of technical, trade, or business school training? (Answer NO to this question if you anticipate receiving a bachelor's degree within the next 9 months.)
93. Have you successfully completed a long-term project outside of work where you were solely responsible for doing the work (for example, completed a thesis, wrote a book that was published, prepared a horse for competition that won a ribbon, restored an antique car, etc.)?
94. Have you formally taught, instructed, or trained others in educational or occupational settings and received favorable feedback about your ability to do so?
95. Have you successfully done work, not including computer applications classes, that regularly involved using desktop publishing software to develop page layouts, create illustrations, etc.)?
96. Have you successfully worked as treasurer of a school or community group, or planned and monitored the budget for a special school, group, or community project (for example, a class reunion, school trip abroad, neighborhood block party, etc.)?
97. Have you successfully done work that regularly involved being on duty by yourself, or completing nonroutine assignments with minimal or no close supervision?
98. Have you successfully done work that regularly involved conducting quality checks or following up with customers or clients to ensure satisfaction with a product or service?
99. Have you successfully done work that required you to interact with people at many levels in an organization?
100. Have you successfully taught a course related to financial management (for example, accounting, finance, etc.)?
101. Have you successfully done work that constantly required you to work under difficult time constraints?
102. Have you received a grade of B or above in school-related computer courses taken since high school (for example, courses in word processing, programming, etc.)?
103. Have you successfully written reports that presented facts, findings, logical conclusions, and persuasive arguments (for example, wrote a thesis, briefing papers, policy papers, complex research papers, etc.)?
104. Have you received a grade of B or above in school courses, taken since high school, that focused on financial management (for example, finance, accounting, bookkeeping, etc.)?
105. Have you received favorable feedback about your interpersonal skills when serving as a leader, instructor, or supervisor for academic, religious, community, sports, leisure, or work activities?
106. Have you successfully done work that only occasionally involved helping others work out their problems (for example, worked as a resident advisor in a dorm, camp counselor, etc.)?
107. Have you received formal recognition for your written work (for example, received an award, letter of commendation, excellent performance appraisal rating, etc.)?
108. Have you submitted articles or similar types of written work that were published in a local newspaper, nationally distributed newsletter, or similar type of publication?

109. Have you successfully done paid work that regularly involved troubleshooting and resolving problems with equipment or systems (for example, appliances, vehicles, machinery, computer or electrical systems, etc.)?
110. Have you received favorable feedback about your ability to provide oral instructions or on-the-job training to others, or about your ability to instruct or coach others in athletic, leisure, or community activities?
111. Have you successfully done work that involved forecasting costs or revenues for the long term (annually or longer)?
112. Have you been given additional responsibilities because of your ability to organize and complete your regular work more quickly than expected?
113. Have you successfully done work that regularly involved keeping detailed financial records, making or verifying calculations for accounting purposes, or preparing financial reports?
114. Have you successfully prepared a program or project budget?
115. Have you successfully done work, not including computer applications classes, that regularly involved using word processing software to create, edit, and format documents or correspondence?
116. Have you received formal recognition for solving a work-related problem (for example, received an award, a letter of commendation, etc.)?
117. Have you used study or review techniques that helped you learn material more effectively?
118. Have you taught yourself skills that improved your performance in school or at work (for example, taught yourself typing, computer skills, a foreign language, etc.)?
119. Have you successfully worked closely with a client over an extended period of time to complete a project or resolve a problem?
120. Have you successfully done work that regularly involved discussing sensitive information with others, or interviewing or surveying people, either in person or by telephone, to gather information they were reluctant to give?
121. Have you successfully developed an automated system that improved accuracy, efficiency, or productivity?
122. Have you successfully done work that regularly involved planning, prioritizing, scheduling, and monitoring work for fewer than 10 people?
123. Have you submitted articles or similar types of written work that were published in a professional, trade, or scholarly journal or in a nationally recognized newspaper or magazine?
124. Have you learned a hobby or leisure activity well enough that others have paid you to do it?
125. Have you earned a degree in an area of study related to oral communication (for example, speech communication, broadcast journalism, etc.)? (Answer YES to this question if you anticipate receiving this degree within the next 9 months.)
126. Have you completed assignments on time and maintained an overall grade point average of 3.0 or higher on a 4.0 scale in post-high school courses while carrying a full course load?
127. Have you successfully done work that required you to identify what a customer or client needs?
128. Have you successfully done work where your primary responsibility was financial management (for example, worked as a budget assistant, accounting clerk, financial planner, budget analyst, etc.)?
129. Have you received a grade of B or above on oral presentations made for school courses, taken since high school, that did not focus on oral communication skills (for example, history, sociology, etc.), or for any oral presentations made for high school?
130. Have you taken the initiative to learn new skills or acquire additional knowledge that improved your performance at work or school, or in leisure activities?

131. Have you successfully done work that regularly involved interacting with or counseling people with special needs or problems (for example, hospital patients, psychiatric patients, prisoners, people who are elderly or disabled, etc.)?
132. Have you successfully audited financial records, or monitored a budget to ensure expenditures were within budget, or that funds were disbursed, properly accounted for, or used according to regulations or policies?
133. Have you successfully completed a large-scale project (lasting several months or longer) on or ahead of schedule with minimal supervision?
134. Have you received formal recognition for your oral communication skills (for example, received certification from Toastmasters International, won a speech contest or debate tournament, etc.)?
135. Have you received a grade of B or above in high school computer classes (for example, classes in word processing, graphics, programming, etc.)?
136. Have you successfully done work that regularly required you to modify plans to accommodate unexpected assignments or to respond to changing workloads, priorities, or deadlines?
137. Have you worked on several major assignments or projects at the same time with minimal supervision and completed the work on time or ahead of schedule?
138. Have you successfully done work that regularly involved installing or configuring software on stand-alone PCs or network systems?
139. Have you received a grade of B or above in school courses, taken since high school, that emphasized problem solving (for example, logic, computer programming, etc.)?
140. Have you successfully done work that regularly involved using computer software to run a payroll, accounting, or inventory system, or to record or track other quantitative information?
141. Have you successfully completed a highly structured, formal training program, not including an apprenticeship for a trade or craft, that required you to learn a complex body of information (for example, training for jobs in insurance, law enforcement, real estate, etc.)?
142. Have you successfully completed an apprenticeship in a trade or craft?
143. In college, did you have an overall undergraduate grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors? (Answer NO to this question if you did not attend college.)
144. Have you successfully done work that regularly involved interacting or coordinating with people outside of your immediate work group (for example, people from other offices, departments, organizations, etc.)?
145. Have you successfully done work, not including computer programming classes, that regularly involved writing or debugging computer programs?
146. Have you successfully coordinated work, school, and/or family responsibilities under especially difficult circumstances (for example, you and your spouse worked full time while raising young children, you went to school full time and worked more than 20 hours per week, you worked full time while caring for an elderly parent, etc.)?
147. Have you successfully planned an event such as a conference, fund-raiser, etc.?
148. Have you successfully done work that regularly involved planning, prioritizing, and monitoring your own work?
149. Have you successfully done work that regularly involved interacting with customers, clients, co-workers, or supervisors who were especially difficult to get along with?
150. Have you successfully done work that regularly involved informally providing oral explanations of technical information or other complex information, such as regulations, policies, or procedures?
151. Have you participated in training classes, workshops, or seminars outside



of school that improved your performance at work?

152. Since high school, have you received a grade of B or above in oral communication classes (for example, speech, public speaking, theater, etc.) or participated in activities that improved your oral communication skills (for example, training classes, workshops, seminars, debate team, speech club, etc.)?

153. Have you successfully done work that regularly involved manipulating data in a computer database (for example, importing, exporting, merging, updating, sorting data, etc.)?

154. Have you successfully done work that regularly involved verifying the accuracy of information or the relevance of information to a problem or a situation (for example, investigative work)?

155. In high school, did you have an overall grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors?

156. Have you successfully done work that only occasionally required you to present information at briefings, meetings, conferences, or hearings?

#### STEP TWO:

Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all of the information requested below:

##### Job Information:

-Vacancy Identification Number, title and grade(s) for which you are applying.

##### Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

- Social Security Number. Giving your Social Security Number is voluntary.

However, we cannot process your application without it.

- Country of Citizenship.

- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

##### Education:

- High School name, city, state and zip code, date of diploma or GED.

- Colleges and/or Universities attended, city, state and zip code.

- Major field(s) of study.

- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.

- Duties and accomplishments.

- Number of hours per week.

- Employer's name and address.

- Supervisor's name and phone number.

- Starting and ending dates of employment (month and year).

- Salary.

- Indicate if your current supervisor may be contacted.

##### Other Qualifications:

- Job-related training courses (title and year).

- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

- Job-related certificates and licenses.

- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

#### STEP THREE:

Submit other application materials, as necessary.

- If you are using education to qualify, submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.
- Annotate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Percent or More Disabled Veteran Appointment, Veteran Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, or Former Peace Corps Appointment.
- If you are applying for Veterans' Preference, submit evidence of eligibility, such as: DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

#### HOW TO SUBMIT OTHER MATERIALS:

When you have completed your resume as requested in Step Two, and assembled the materials requested in Step Three, mail your resume and other application material to:

U.S. Office of Personnel Management  
ATTN: Vacancy Identification Number WA156927  
WASHINGTON SERVICE CENTER  
1900 E STREET N W  
ROOM 2469  
WASHINGTON, DC20415

Please indicate on your resume whether you answered the Occupational Questionnaire on the USAJOBS web site, by phone, or via the paper application Form C (OPM Form 1203-FX).

You may also submit your resume and other application material via fax using the following fax number: (202)-606-2981

In accordance with 39 U.S.C. Section 415, applications will not be accepted in postage paid government envelope.

Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact this OPM service center. If you need accommodation during the hiring process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

#### Alternative Methods for Applying

1. Submit your answers via telephone (long distance charges may apply):

Dial 1-478-757-3135

Listen and follow the instructions

Enter Vacancy ID Number: 27156927 (Note: number appears different than elsewhere in this vacancy announcement to enable telephone application system to process your application)

Enter your Social Security Number

Some questions require a yes or no answer. Enter 1 for Yes; 2 for No

Follow the instructions under "Instructions for answering the questions in the Occupational Questionnaire" for the rest of the items. To record your responses to the occupational questions, you must use the numbers on the telephone keypad by selecting 1 for A; 2 for B; 3 for C; 4 for D; 5 for E, etc. When you have finished entering your responses to the questions, you will be given a chance to review and correct your responses.

OR

Submit your answers via paper application Form C (OPM Form 1203-FX): Paper application forms are available to those who are unable to complete the on-line application or telephone application process. Please apply on-line or by telephone, if possible. Using paper application forms may delay the processing of your application.

NOTE: If you wish to select more locations than the OPM Form 1203-FX will accommodate, include a separate page with your application materials listing your name, Social Security Number, the Vacancy Identification Number WA156927, and the additional location codes for which you wish to be considered.

To obtain the Form C (OPM Form 1203-FX) on the web, you can:

Print the form from <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>

Note: You can also obtain this form from the Office of Personnel Management (OPM) main web page. The OPM main web page is located at <http://www.opm.gov> Click on these links: Site Index; Forms; Office of Personnel Management (OPM) Forms; and finally OPM 1203 FX.

OR

To obtain the form by phone via USAJOBS, follow these steps:

1. Call USAJOBS by Phone at (478)757-3000
2. After the introductory message, press 1 to begin
3. At the main menu, select 3 to request forms and then 1 to begin recording
4. At the prompt, enter your zip code
5. At the next prompt, ask for Form C (OPM Form 1203-FX)
6. At the next prompt, record your name, address and telephone number
7. The system will allow you to review and change your request, address and telephone. When you are ready, press 3 to save your request. The form will be mailed to you.

To complete the paper Form C, follow the instructions under "Instructions for answering the questions in the Occupational Questionnaire." Be sure to enter your Social Security Number and the Vacancy Identification Number WA156927 at the top of each of the six pages of the form.

Mail the completed Form C to us at the address listed in the paragraph "How to Submit your Resume and Other Application Materials" above.

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |   |   |
|---|---|
| 01 - Newspaper (specify) _____  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify) _____     | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify) _____                   | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify) _____  |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;  
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs  
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER